

PERS 75-1950

15 AUG 1975

MEMORANDUM FOR: DD/Pers/SP  
DD/Pers/R&P  
DD/Pers/P&C  
Chief, SAS

SUBJECT : Sanitizing Documents

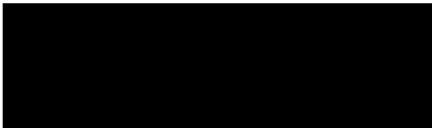
1. As a follow-up to my comments at a recent Deputies' Meeting, attached is the "workers' kit" for sanitizing documents.

2. In short, when you receive a request through channels for a document for a House or Senate committee, you first retrieve the document and make two Xerox copies. On copy 1 you line through with a red pen or pencil true names or other words or statements that should be changed. Above the crossed-out word or words, you write in the suggested change.

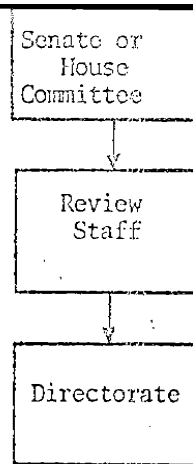
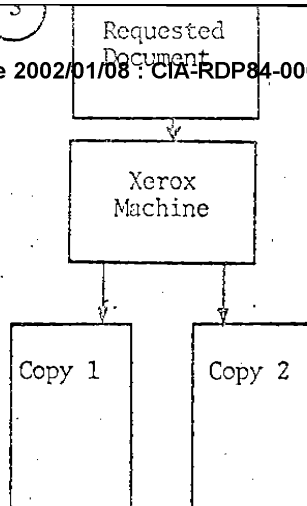
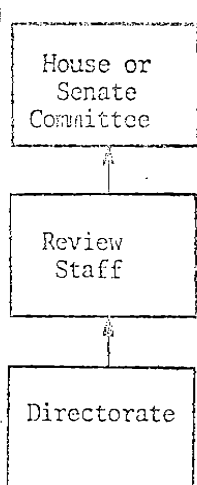
3. On copy 2 the clerk places correction tape over the word or words previously lined out on copy 1. He or she then types in over the correction tape the new word or words. If, in deleting one or two words, it is necessary to use seven or eight words for a change, you may have to asterisk or footnote in the area where the correction tape is and type in the change at the bottom of the page. Then you take the taped copy and run it through the Xerox again to ensure that the material covered by the correction tape cannot be read. Three copies should be forwarded to the Review Staff from D/Pers and I suggest you keep copy 1 for your records.

4. If and when we receive requirements to sanitize documents, we will all get together to review the bidding.

STATINTL

  
Executive Assistant to the  
Director of Personnel

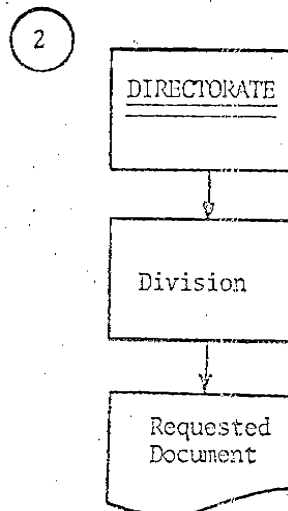
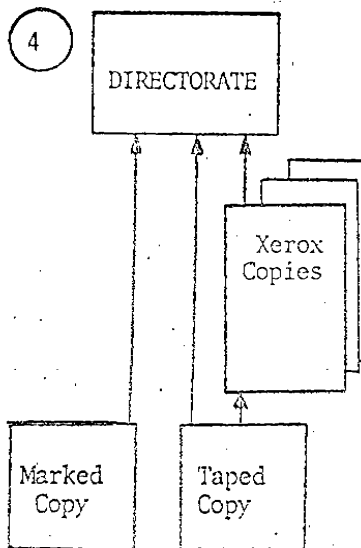
Att



STATINTL

the new information requirement.

SANITIZE



SANITIZE

A CIA officer discussed with an informant the new information requirement.

1. Two copies of original document
2. Sanitization guidelines.
3. Tape and typewriter.
4. Red pencil or red pen.
5. Copy of I-IV Guide.
6. Phone numbers (three).

9 SOME POINTS TO REMEMBER:

1. Sanitize is not declassify.
2. Use E2 IMPDET Stamp.
3. Ensure classification stamps and indicators are retained.

10

WHAT SANITIZATION GUIDELINE  
SHOULD BE USED?

11

WHAT DOES I TO IV MEAN?

12

WHAT DOES THE GUIDELINE SAY?  
WHAT ARE EXAMPLES?

3 July 1975

SUBJECT: Criteria for Sanitizing Documents for the Senate Select Committee

1. In terms of protecting the Agency, any name, organization, technique or activity which would compromise operations, sources, personnel or methods if made public, will be deleted. A descriptive phrase should be substituted for the deletion, i.e., a foreign journalist, a political official in the opposition party.

2. In deleting the identities of individuals and activities, it may be necessary to also delete descriptive items which would permit identification from public records such as newspaper morgues, telephone directories, credit, police, court or insurance records, and the like. For example, it would be pointless to delete the name of an individual but retain his phone number, address or automobile license number which would permit easy positive identification.

3. Third Agency documents will not be released to the Senate Select Committee by the Agency. In the case of Third Agency employees, their names should be deleted if the employees are described as participating in activities of a significant or sensitive nature.

4. Specific items to be deleted in any documents sanitized for the Senate Select Committee are as follows:

a. The identity of CIA covert staff, contract and agent personnel except:

(1) Individuals already publicly identified and

(2) Deputy directors and heads of major independent components such as the Director of Security.

b. The identity of any individual or organization in the private sector who might suffer embarrassment, harassment or financial loss through disclosure of association with the Agency.

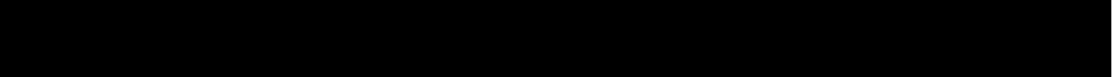
c. The identity of cover used by CIA personnel and installations (including proprietaries), both commercial and official (other government departments and agencies).

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d. The identity of active CIA cryptonyms, pseudonyms and aliases applied to personnel, operations, installations, clearances, special equipment or activities.

e. The identity of viable covert installations, including proprietaries, safehouses, listening posts, observation posts, and training sites or installations.

f. The identity of special operating methods or procedures, sensitive operational equipment and technical devices, and special channels of communication (general or generic descriptions such



g. Any reference to personal or other confidential contacts with members of Congress or Congressional staff personnel or the details of executive session testimony before Congressional Committees. If there is any doubt about any item, OLC should be consulted.

5. Presidential directives and other policy documents are to be handled as follows:

a. 40 Committee papers will not be released to the Senate Select Committee staff. This includes Agency presentations to the 40 Committee and 40 Committee minutes.

b. WSAG documents will not be released.

Documents referring to 40 Committee deliberations, WSAG, or other NSC/Presidential deliberations will not be released.

c. Documents setting forth options to be considered by the WSAG, 40 Committee, NSC or the President or any other documents dealing with factors leading to decisions will not be released.

d. Any directive to the Agency transmitting a final decision or directive to the Agency may be released. This includes Presidential directives.

e. Any documents referring to directives received from the President, WSAG Committee, etc., may be released.

f. Documents citing action taken by CIA following policy level directive may be released.

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